

NEIL KIRKMAN BUILDING EVACUATION PLAN

(All members should be familiar with these standard procedures/practices.
In response to Fire, Bomb Threat, Interior Explosion, an Evacuation Drill,
Or other emergency situation, an evacuation of the building will be ordered
by sound of alarm)

PURPOSE

This evacuation plan has been established for DHSMV- Neil Kirkman Building to ensure a complete understanding of procedures to follow when an emergency event leads to the need to evacuate the building and/or premises. The purpose is to eliminate or minimize hazards to employees and visitors.

**EMERGENCY PHONE NUMBERS
FOR
NEIL KIRKMAN BUILDING**

617-3030

AFTER HOURS (between 5 P.M. and 7 A.M.)

274-1229

Saturday and Sunday - Please call Cell Phone #274-1229.

DEFINITIONS

DESIGNATED AREA:

The assigned space, located as far away from the building as possible, where all members are to assemble during an evacuation and await further information and instruction. Areas are assigned by floor, (Basement, 1st, 2nd, 3rd, and 4th) and are directly associated with the members routine office location.

- If a member is on the 3rd floor during an alarm but his/her office is located on the 1st floor, the member still reports to the 1st floor designated area.
- Visitors and Vendors report to the designated area of the floor for which they are located at the time of alarm.
- Customers, at the 1st floor service areas, will evacuate to the front parking lot unless otherwise directed.

EMERGENCIES:

Natural Disaster, Bomb Threats, Fire, Large-scale Environmental damage, Chemical spills, Riots, and any other damage or threat to staff safety.

EMERGENCY EVACUATION COMMAND CENTER:

The designated area located in the lower Eastside parking lot of the Kirkman Building. In inclement weather, this command center will be located in a meeting room at the DHSMV Credit Union.

EMERGENCY RESPONDERS:

FHP, Floor Wardens, First Responders, Firefighters, Emergency Medical Technicians (EMTs) and any other law enforcement personnel who provide assistance in an emergency (or potential emergency) situation.

FIRST RESPONDERS:

Members trained and certified in first aid, cardio-pulmonary resuscitation (CPR), and use of the Automated External Defibrillator (AED), who in an emergency immediately responds to the situation.

FLOOR WARDENS:

Members designated to oversee and assist in the evacuation of the Neil Kirkman Building. These individuals make sure personnel in their assigned sections evacuate the building. They check all offices, bathrooms, work areas, etc. to assure compliance with the evacuation.

EVACUATION ELEVATOR/STAIRWELL OF RESCUE: (Lobby Elevator & Elevators # 11 & 12. Stairwells #3 and #8)

The designated “evacuation elevators” are where special needs individuals are to report and await assistance from emergency responders. The designated “stairwells of rescue” will be used by special needs individuals when elevators are inoperable. Stairwells of rescue help to eliminate blocking and crowding of stairwells accommodating larger numbers of people during the evacuation process.

SUPERVISOR RESPONSIBILITY

During every emergency or serious unexpected occurrence, an organized effort will be made to protect personnel from further injury and to minimize property damage. Supervisors are responsible for their employees and any visitors in their work area during an emergency event. They will be certain that members understand their roles.

1. Supervisors shall be familiar with and ensure members have an understanding of:
 - a. The Emergency Evacuation Plan for NKB.
 - b. Bomb Threat Procedures.
 - c. Exit routes during an emergency.
 - d. How to report an emergency.
 - e. Rendering assistance to the floor wardens during an emergency.
 - f. The location of and how to use all safety equipment in their section.
 - g. How to assist in keeping employees from reentering an evacuated area, unless notified by the Building Manager or Emergency Evacuation Coordinator that the building is safe.
 - h. Know the designated area of the lower East Parking Lot where members will assemble during an evacuation, each floor of the building having their own, separate area.
 - i. Account for all employees to assure all have safely evacuated. A pre-printed list of employee names may be a good thing to have handy at all times. Supervisors may choose to prepare a list daily, noting those members out sick or with scheduled leave, even doctor appointments. Assign an alternate or two, to handle the head count in your absence and advise all personnel of who are alternates.
 - j. Maintain a list of members, under their supervision, who need assistance in evacuating the building and assign a "safety buddy" and "alternate safety buddy" for each member. Provide a copy of this list to the floor warden for your area and to the safety coordinator.
 - k. Post all emergency contact phone numbers in a conspicuous area to provide quick access to all employees.
2. Supervisors must ensure proper instruction to their personnel regarding:
 - a. Potential fire hazards involving their work area.
 - b. The procedures to follow in case of a fire, bomb, or other threat.
3. The State Fire Marshal and Building Manager will provide information with respect to fire as well as inspections.

NOTE: SUPERVISORS MUST ASSURE THAT EMPLOYEES READ AND COMPLY WITH THE EMERGENCY EVACUATION PLAN.

MEMBER RESPONSIBILITY

In the event of an emergency situation, personal safety is the responsibility of each member. Members are responsible for the following:

1. Read and comply with the Emergency Evacuation Procedures.
2. The last person exiting an office will turn out the lights and hang the yellow door tag on the door handle. This lets the Floor Wardens and FHP know that all persons have left the area and the office is clear.
3. Become familiar with evacuation routes and stairwells located throughout the building. You could be anywhere in the building when the alarm sounds.
4. Know basic evacuation procedures, including your evacuation route, alternate route and reporting area outside of the building.
5. Know who to notify and where emergency contact information is located.
EMERGENCY NUMBER: 617-3030. (Between the hours of 5 P.M. and 7 A.M., call 274-1229.)
6. Notify your supervisor if you are unable to use the stairs or have any other special needs for emergency evacuation, such as inability to hear alarm. Special needs people have 2 designated stairwells to help prevent slowing or blocking of other exit areas.
7. If you encounter any threatening or potentially threatening situation, notify your supervisor or other authority. If you are uncertain of what actionuation immediately. State what happened, the specific location, and whether anyone was injured.
8. If you encounter fire or smoke - -
 - a) Pull the Fire Alarm.
Pulling of any fire alarm in the building serves as report of substantial fire.
 - b) Evacuate the building immediately and quickly, using the nearest designated fire exit.
9. Evacuate the building in **ALL** cases when the alarm is sounded unless previous notice has been received of testing of alarm system.
10. If the alarm sounds between the hours of 5 P.M. and 7 A.M, all individuals will evacuate and report to the front parking lot, near Apalachee Parkway. This area provides better lighting and is believed safer during these hours. Security, the Building Manager, or one of the Emergency Personnel will give the "All Clear" for return to the building or will provide further instructions. Prior to 5 P.M. and after 7 A.M., everyone will follow the standard procedures of reporting to their designated floor areas at the east, back parking lot.
11. Follow the direction of the Floor Wardens, Evacuation Marshals, Law Enforcement or other Emergency responders.
Refusal to follow the instruction of responders not only puts your life in greater danger but also the lives of responders!

12. Report to your supervisor at the designated area quickly so that search and rescue of the missing or trapped individuals can begin as soon as possible.
13. It is recommended that you direct your attention to getting to your designated area and listen for instructions. Keep talking to a minimum, refrain from smoking and using cell phones during the evacuation of the building. Cell phones may be used once you have reached the designated area of the parking lot.
14. Wear your identification badge at all times. This will allow you to re-enter the building after authorization has been given to return.
15. It is the responsibility of the Child Care Center to plan evacuation of the children. Do not interfere with the process. FHP will conduct a building search to ensure all are out safely. Once the children are taken to the designated area, the parents may check-on their child/children and stay with them at the designated Child Care area. Remember, it is important that you report to your supervisor, at your designated floor area, before remaining with your child or children at the Child Care assembly area.

SPECIAL NEEDS MEMBERS AND VISITORS

1. Members with special needs will be assisted by their assigned “safety buddy”.
 - The “safety buddy” will ensure a safe exit or escort to an “evacuation elevator” or “stairwell of rescue.”
(See Emergency Evacuation Procedure #1 on page 7)
 - The “safety buddy” will ensure that emergency responding personnel are notified of the person’s location and will assist the person in evacuating the building.
 - Once the designated elevators are determined safe for use, Special Needs Members will gather in the elevator, starting with the 4th floor, and will rejoin their safety buddies at the bottom floor. Safety buddies will use the stairs to reach the bottom floor to allow for more elevator space and quicker evacuation of the special needs group.
2. If the elevators are deemed unusable, then Special Needs Members will proceed to the designated “*stairwell of rescue*” to await assistance from emergency responders.
 - The building manager and designated personnel or FHP Emergency Responders will use the designated rescue elevators to evacuate special needs people if elevators are operational.
 - If elevators are not operational, special needs members will be evacuated via the designated “stairwell of rescue.”
3. Customers, with special needs, who are present on the first floor during alarm, will be assisted to the outside of the building by a Floor Warden, FHP, Security or other emergency responder.

EMERGENCY EVACUATION PROCEDURES

Upon hearing the Emergency Alarm Sound (fire alarm). . .

1. Evacuate the building immediately using the nearest fire exit, or if it is not usable, proceed to the next closest usable exit. Safety buddies will assist Special Needs Individuals reach a designated “evacuation elevator” or “stairwell of rescue”.
Special Needs Evacuation Elevators and Stairwells
Front Entrance Elevator, which serves lobby, and Stairwell #3.
C-D Wing elevator #s 11 & 12 and Stairwell # 8
2. Do not return to your office for any item or for any reason if you are not at your office location when the alarm sounds. Find the closest exit; proceed out of building and to your floor’s designated assembly area in the lower East Parking Lot.
3. You may not know if the alarm is sounding due to fire, bomb or some other emergency situation. Follow practices of standard fire evacuation during any alarm activation.
4. Calmly, but quickly, get out of the building. Do not panic, shove, run or scream. Keep talking to a minimum.
5. Listen for further instructions from Floor Wardens, Law Enforcement or other Emergency Response Personnel.
6. Proceed to your designated area in the lower East parking lot. Report quickly to your area so a head count can be completed and a search for all missing persons may be started as soon as possible.
7. Parents with children at the Child Care Center may meet their children at the child care’s area in the East Parking Lot. The child may join the parent at his/her designated assembly area - - (follow Child Care Center procedures before removing a child from their assigned assembly area). Report to your supervisor as soon as possible after checking on or gathering your child/children.
8. DO NOT attempt to leave the area in your vehicle unless directed by emergency response personnel. ALL ACCESS ROADS MUST REMAIN CLEAR FOR EMERGENCY VEHICLES.
9. If you encounter smoke or flames while evacuating, use an alternate route to escape.
10. Only those who are familiar with proper handling of a fire extinguisher should attempt to use one.
11. Test temperature of doors with the back of your hand. If hot to touch, do not open - - use another exit. If cool – proceed to open CAREFULLY and be prepared to slam the door shut if smoke or heat rush in at you.

12. If you have no alternative but to exit through thick smoke, drop to the floor and crawl low. Cleaner air will be 12" to 24" above the floor. Cover your nose and mouth with a handkerchief or article of clothing if possible.
13. Elevators will not operate during alarm. If you are in an elevator at the time of alarm, remain calm. The elevator should return to the bottom floor and the doors should open.
Should you end up stuck in the elevator during alarm, locate the elevator ring-down phone, lift the receiver let it hang down freely. This will alert firefighters as to where you are.
14. If you notice anyone missing, notify your supervisor or a safety representative at once. Also indicate the building location where you last saw, or believe the missing person to be.
15. If you are unable to get to a fire-free exit or become trapped between fires on two hallways:
 - A. Try to get into a room that has an outside window.
 - B. Close doors between you and the fire. If possible block cracks around the door and any vents to decrease the infiltration of smoke into your room. (Tape, Cardboard, Rags, etc.)
 - C. Telephone **911** to notify them of your situation and location.
 - D. Wait near a window and wave something colorful or bright for firefighters to easily spot you.
 - E. Do not break the window – fire and smoke may rush in.
 - F. Be patient and let the firefighters do their job.
16. Emergency Evacuation Floor Wardens are assigned to each floor and will check each office, restroom, closet, etc. immediately following the sound of the alarm. Team members will verify the offices have been cleared of all persons, and will close doors to offices as each room is exited. FHP will work with Floor Wardens to provide a final floor check and will communicate with other evacuation officials by radio.
17. Security will assist in the evacuation of customers and visitors by directing people to the nearest exit and will restrict entry or re-entry to the building through the lobby doors.
18. Where feasible customers/visitors will be directed to get into their vehicle and follow FHP direction for exiting the front parking lot. Otherwise, customers/visitors will be directed the designated area in the lower east side parking lot for the floor they were on when the alarm sounded. They may check in at the command center for information as to the situation and the safest time and way to leave the premises.

Evacuation Organization

1. Evacuation Order

The decision to move partial areas of people or evacuate the entire building following receipt of information or credible report of a possible event (such as bomb threat, riot, chemical substance, etc) will come from one or a combination of the following: the Office of the Executive Director, the Director of Administrative Services, the Director of the Florida Highway Patrol, Office Services' Chief (NK-ECO), Facility Manager or other Bureau of Office Services personnel as indicated by the line of leadership succession.

2. Detection and Emergency Warning System for NKB.

There is only one alarm sound used at NKB. Most refer to the alarm as the "fire alarm", although it may be used as an evacuation notice in the event of any emergency matter, including bomb threat. Activation of this sound, either by someone pulling the fire alarm or by maintenance's initiation of the alarm, serves to inform NKB-HSMV members to begin evacuation of the building.

3. Reporting

Pulling any fire alarm that is located in the building serves as report of substantial fire.

Call the building EMERGENCY HOTLINE **617- 3030** for all other emergencies/threats. Call 911 first for medical emergencies.

4. Evacuation Coordination

Emergency Evacuation Team assignments are established to help control the evacuation and provide orderly movement of persons.

Floor Wardens, First Responders, and alternates are coordinated through the Safety Coordinator.

Floor Wardens will assist in floor evacuations by directing staff, helping the disabled, and communicating with Facility Services' coordinators.

FHP will assist with floor evacuations, traffic matters, and any other situation that may arise during the evacuation process.

911, Local Fire/ Police, or other appropriate professionals will be contacted immediately following notification of a situation or sounding of alarm.

When possible, specific information and/or location of the emergency situation will be provided to the Bureau Chief(s) of area(s) in immediate danger.

Evacuation will be by means of stairwells. {In cases of bomb threat, experts with the bomb squad and police, etc. may direct or authorize use of elevators to move people and evacuate}.

Priority – Immediate Evacuation from the floor where a fire, explosion or other emergency situation occurs, followed by the floor(s) immediately adjacent to the emergency floor. Get everyone to the nearest exit for quick and orderly evacuation of the building.

5. Perimeter Response Team Member (PRTM) or Emergency Evacuation Marshals

The Perimeter Response Team's Radio/Area assignments are predetermined.

Perimeter Response Team members report to their outside station, direct evacuees to the safe assembly areas, maintain radio contact, and report to Building Manager and his emergency coordination team.

First report example call: "Northeast station reporting in position."

Other radio calls: Requests for assistance, medical help or notification of problems/conflicts. Progress/Status reporting.

Final report example call: "Northeast Station reporting – Floor Warden for 1st floor A-wing has exited the building."

Once Floor Wardens for all floors of the assigned area exit the building, the PRTM goes to the Command Center for further instruction.

As people flow out of the exterior doors, the PRTM is responsible for directing and controlling traffic. As members exit the building, the PRTM directs them to a safe area out and away from the exit point, thus keeping the exit terminal available and uncluttered at all times. Providing this kind of direction also aids in calming those who are confused, anxious and/or frightened.

6. Floor Wardens (FW)

The Floor Warden is responsible for floor searches, for making sure every person on the floor is aware of the emergency evacuation in progress, and for instructing everyone to exit the building quickly. FHP responders will be assigned to team-up with a Floor Warden, assist in this process, and do a final check of the floor. FHP also provides additional radio communication to help handle any situation that may arise.

A search of each office, closet, restroom and/or isolated area is conducted. Visible search for the presence of people is conducted, rather than just voice-response searches, to be certain those hard of hearing, temporarily indisposed or the possibly unconscious are not left behind.

Once the search of an area/room is completed, the Floor Warden pulls the door closed while exiting that location, and moves on to the next area. The Floor Warden's search is quick, but thorough, as he/she continues down the assigned hallway. When the Floor Warden reaches the emergency exit at the end of the search area, he/she exits the building, notifies the PRTM that his/her area is evacuated, and then heads to the Emergency Evacuation Command Center to provide report to the Chief Floor Warden. The Chief Floor Warden then contacts the building Manager to deliver a progress/status update.

Crowd control in the stairwells is another duty of a Floor Warden. Crowding, stampeding, trampling, suffocation, with no avenue of escape, is the number one cause of multiple injuries and deaths in crowds. Panicky people pushing and shoving to get out only slow the progress of exiting because people can get wedged together too tightly to move. The Floor Warden may need to direct activity in the stairwell should a kink in the flow develop. FHP may also respond if needed.

Examples:

Someone passes out or falls and injures the foot or leg. –

The Floor Warden will attempt to reach the person, call for help or obtain assistance from outside, or direct other members, within the stairwell, positioned close to the injured person, on how to help.

Someone begins to panic and the possibility of panic spreading is a sure thing. The Floor Warden will remind everyone of the need to stay calm and will attempt to provide reassurance or coaxing to get everyone to stay focused on the task of moving out quickly and calmly.

7. First Responders:

The First Responders report to the Emergency Evacuation Command Center and provide emergency first aid response as directed by the Emergency Evacuation Coordinator, Chief Floor Warden, Building Manager, or other Emergency Responder.

8. Building Manager and Security Manager:

Managers are responsible for overseeing evacuation efforts, and for:

- a. collecting reports.
- b. making split-second decisions.
- c. communicating status/ progress/ problems to fire, police, or any other officials responding to the situation.
- d. requesting/obtaining help from appropriate personnel, whether medical or other assistance. The Managers step in or call for alternates to fill gaps caused by injury to team personnel or determine alternate procedures. These Managers report to the NK-ECO/Chief of BOS.

They are also responsible for refresher meetings and updating team members or any personnel, within DAS, who may be called to perform a function during an evacuation. The Building Manager is responsible for communication with the Floor Wardens and Perimeter Team. The Security Manager is responsible for overseeing Security's efforts and communication and the Chief Floor Warden or Emergency Evacuation Coordinator is responsible for directing First Responders.

9. SECURITY

Security is responsible for management of the lobby and directing visitors during the evacuation process. Security provides reports to the Security Manager and/ or the building manager, by radio. When the building alarm sounds, Security will initiate the disabling of all door readers to prevent entry or re-entry into the building. Personnel will be able to exit but badges will not allow entry until readers are reset following the "All Clear" notification. If 2 or more security personnel are on duty at the lobby station during the time of alarm, one will remain stationed near the front entrance of the building to deter entry or re-entry through the lobby doors, while the other(s) will start evacuating customers and visitors from the public areas of the 1st floor. All will be directed to the nearest exit.

When the "All Clear" authorization is received from the appropriate authority, Security will reactivate door readers to accept "Card-only" access.

EVACUATION PLAN BASICS

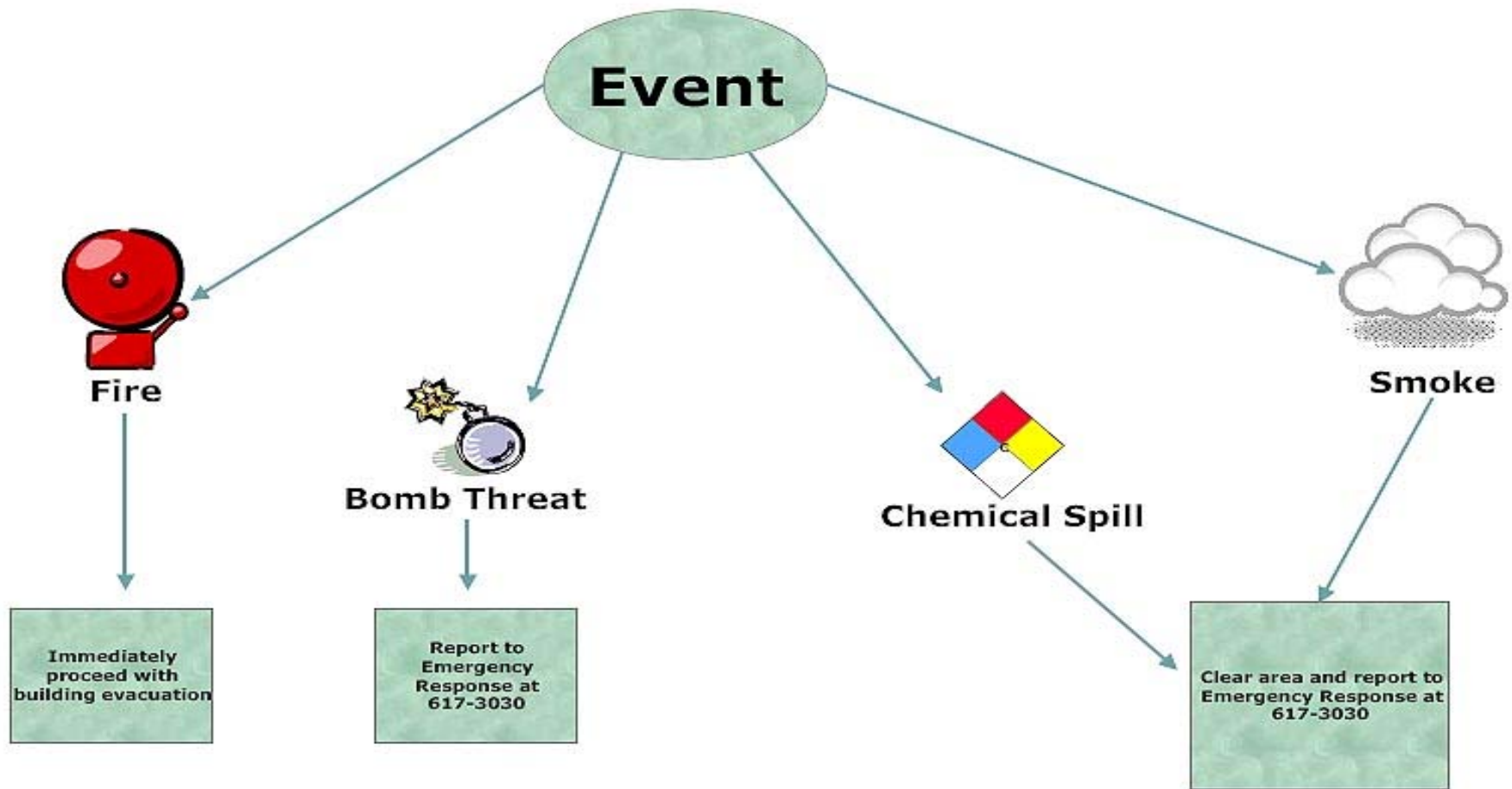
- Evacuate the building quickly, **EVERYTIME** the alarm sounds, unless notified that maintenance is performing system testing.
- Remain calm, keep talking to a minimum, and proceed quickly but safely. Do not push.
- Get out by using the nearest exit. Directional and Color-Coded signs are posted in stairwells, doors and walk areas to assist you during the evacuation.
- Safety Buddies will assist the Special Needs members to a designated evacuation elevator.
- If the nearest exit/stairwell is overly crowded, go to an alternate exit.
- If you, or someone you know needs help, the following can assist or call for help:
 - Floor Wardens
 - FHP evacuation team members
 - First Responders
- Proceed to the lower east side parking lot to your designated color coded area and await the “All Clear” signal to return to the building.
- Following an alarm and evacuation, exterior door readers will be disabled. Your badge will not allow you back into the building until the “All Clear” is given.

STANDARD DECONTAMINATION PROCEDURES

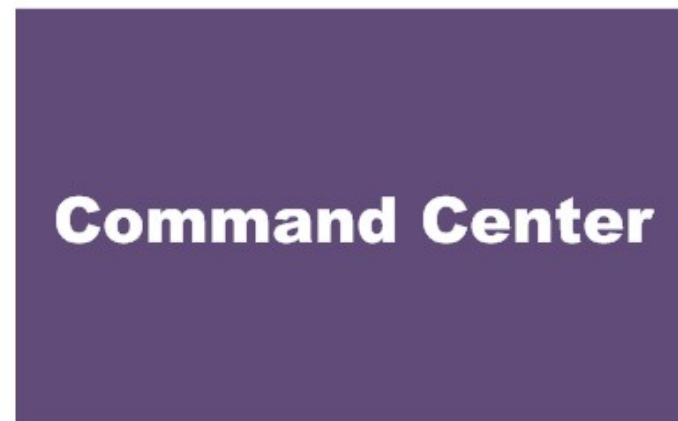
1. Wear gloves when handling possible contaminated material.
2. Remove contaminated clothing and store in a labeled, plastic bag.
3. Take care when handling clothing to not shake or agitate too much. This will reduce the likelihood of release of spores.
4. Shower thoroughly with soap and water as soon as possible.
5. Decontaminate surfaces using a sporicidal/germicidal agent or 0.5% hypochlorite solution = 1 part household bleach added to 9 parts water.
6. Obtain medical evaluation/treatment.

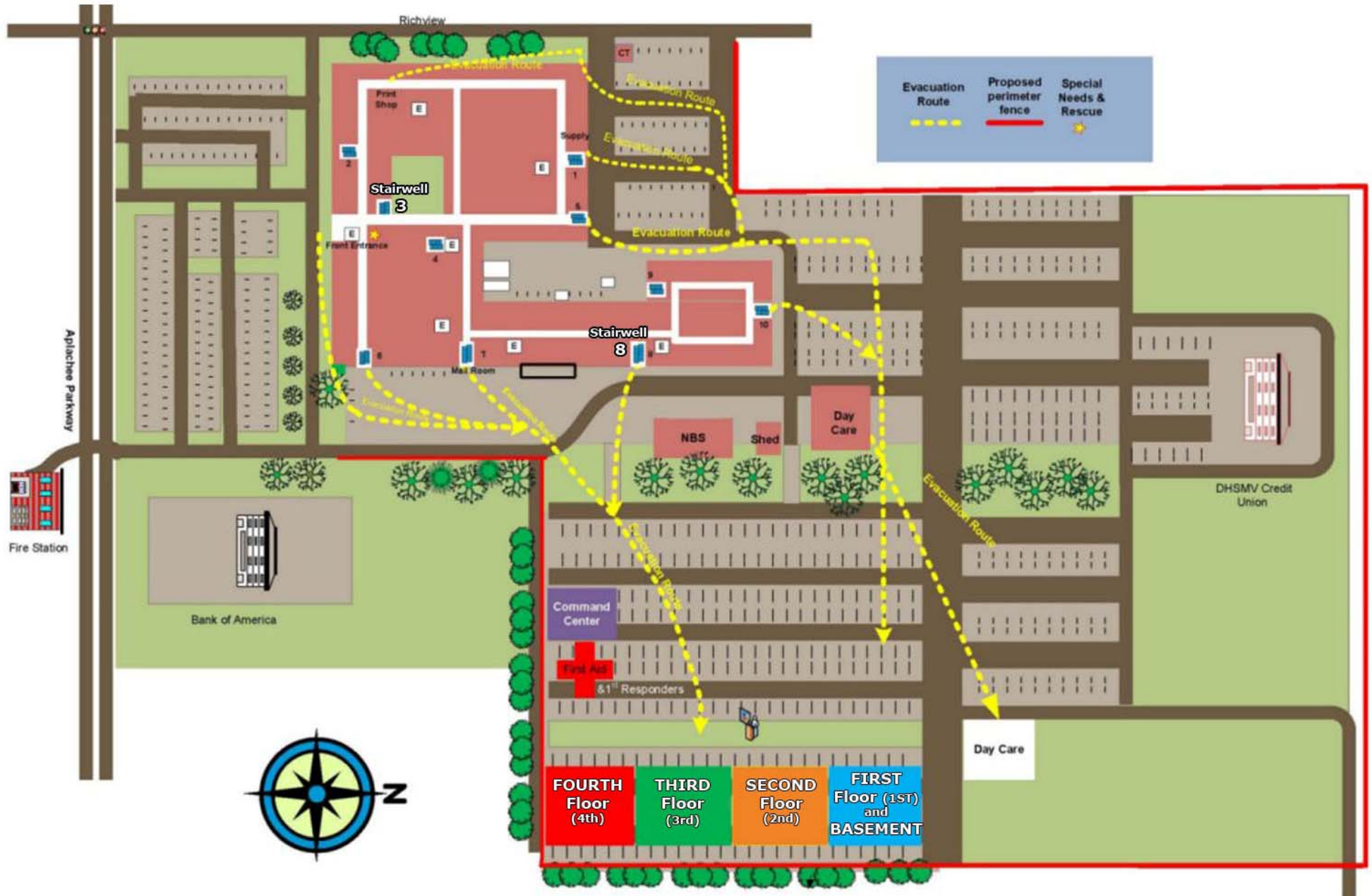
OTHER THREATS SUCH AS FEELING THREATENED BY AN INDIVIDUAL

1. Have a code word or phrase established in your area that would alert co-workers of a threatening situation and enable them to call for help by dialing 617-3030.



Report to Color Designated Area At East Side Parking Lot





EVACUATION COORDINATION TEAM & PERIMETER TEAM ASSIGNMENTS

Report to Maintenance Office- B-101

Jim Hill - Building Manager

Wayne Ivery - Custodial Supervisor

Larry Brady

Mark Galey

Jon Griner

Positioned at Command Center

Alan Lamar

Alternate: L. C. Farmer

Meet External Emergency Responders

David Laing - Office Services

Alternate: Hal Branch - Office Services


2
THEO
Alternate: Larry


1
FREDDIE
Alternate: Mark


3
DANNY
Alternate: Larry

4
MARY
Alternate: Shirley

5
ROSA
Alternate: Dusty


6
LENNIE
Alternate: Dusty


7
SHAWN
Alternate: Jon

8
KATHERINE
Alternate: Jon


9
TREMAINE
Alternate: Mark



FHP
Lt. Robert Ifft, Coordinator

BOMB THREAT REPORT

Remain CALM, be COURTEOUS, LISTEN, and DO NOT INTERRUPT THE CALLER.

Signal to a peer to call the **Building Emergency Hotline at [617-3030](tel:617-3030)** while you attempt to compile information from the caller.

EXACT WORDS OF CALLER:

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. What kind of bomb is it?
3. What does it look like?
4. Where is the bomb right now?
5. Why did you place it?
6. Where are you calling from?
7. Who are you, who do you represent?

CALLER'S VOICE

MALE	ACCENT	IRRATIONAL	UNUSUAL BREATHING	SOFT
FEMALE	WELL SPOKEN	INCHOHERANT	RASPY	CRACKING VOICE
ADULT	SPEECH IMPEDIMENT	ANGRY	DISGUISED	RAPID
JUVENILE	DEEP	LAUGHING	NORMAL	EXCITED
LOUD	NASAL	CRYING	TAPED	FOUL

If voice is familiar, who does it sound like?

Did the caller indicate knowledge of the building or premises? Yes _____ No _____

If yes, explain:

BACKGROUND SOUNDS

STREET NOISES	MOTOR VEHICLES	VOICES	QUIET	ANIMAL SOUNDS
OFFICE MACHINERY	P.A. SYSTEM	AIRCRAFT	STATIC	HOUSE NOISES

Name of person taking the call:

Date:

Time call received:

Time call ended:

Room/Location:

DOOR HANGER SAMPLE

Cleared

1st Floor & Basement

2nd Floor

3rd Floor

4th Floor